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ODP # 81-584

4 May 1981

MEMORANDUM FOR: Director of Current Operations
Director of Central Reference
Director of Economic Research
Director of Geographic and Societal Research
Director of Imagery Analysis
Director of Political Analysis
Director of Scientific and Weapons Research
Director of Strategic Research
Chairman, National Intelligence Council
Chief, Collection Requirements and Evaluation Staff

FROM : NFAC ADP Control Officer
NFAC Word Processing Systems Coordinator

SUBJECT : NFAC Word Processing Study Update

1. Over two years ago an NFAC word processing study resulted in the NBI, IBM MAG Card and VM SCRIPT becoming standard NFAC word processing devices. As a result, NFAC now uses all of these approaches and has, in particular, made a heavy investment in the leasing (and to a very limited extent, the purchase) of NBI's.

2. Considering changes in ODP systems, changes in the word processing marketplace, and the large and growing investment NFAC has in word processing, we need to re-examine and update NFAC's approach to word processing. In the process of doing this we would like to interview, via your ADP Control Officer, some of your key word processing personnel. I will provide you with a copy of the updated word processing study when it's completed.

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20 April 1981

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MEMORANDUM FOR: NFAC ADP Control Officers

FROM :

[REDACTED]
NFAC ADP Control Officer

SUBJECT : Meeting

1. There will be a meeting of NFAC ADP Control Officers at 1500 hours in Room 3G02 on Friday, 8 May 1981.

2. I have attached Federal Information Processing Publication Number 38 (February 1976) entitled "Guidelines for Documentation of Computer Programs and Automated Data Systems." Please review this document, as we will discuss it at the meeting.

3. In order to maximize the return on NFAC's investment in computer software and to improve the capability to maintain and enhance NFAC software, we need to work toward adoption of NFAC-wide software and documentation programming standards. Any NFAC-wide standards that are adopted should be as compatible as possible with the future plans of the Agency-wide Committee on Software Engineering Standards for the adoption of Agency-wide standards. [REDACTED] NFAC's representative to this committee, will give us a status report on the committee's work to date.

If you cannot attend, please send a representative from your office. Thanks.

Attachment:
As stated



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